

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS - WARREN COUNTY SEWER

DATE: AUGUST 4, 2010

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS BELDEN	JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
STEC	FREDERICK MONROE, CHAIRMAN OF THE BOARD
MERLINO	PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
CHAMPAGNE	JOAN SADY, CLERK OF THE BOARD
MCCOY	KEVIN GERAGHTY, BUDGET OFFICER
CONOVER	SUPERVISOR TAYLOR
	THOM RANDALL, <i>THE ADIRONDACK JOURNAL</i>
COMMITTEE MEMBERS ABSENT:	CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST
SUPERVISORS BENTLEY	
LOEB	
VACANT - TOWN OF THURMAN	

Mr. Belden called the meeting of the Public Works Committee to order at 9:30 a.m.

Motion was made by Mr. Champagne, seconded by Mr. Stec and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), who distributed copies of the Sewer agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Mr. Tennyson presented a request to create a new position of Sewer Administrator, annual base salary of \$83,200, effective date of August 23, 2010, on a part-time temporary basis. He explained that the Federal Grant which covered the Lake George Basin Sewer Project would expire on March 1, 2011 and John Mello, of the EPA (Environmental Protection Agency), had requested the availability of William Lamy, former Superintendent of DPW, in order to ensure continuity of the grant. Mr. Tennyson stated that Mr. Mello had commented there was a significant amount of administrative work to be completed in order to ensure that the grant was closed properly, as the grant had been for \$20 million with 90% reimbursement. Mr. Belden pointed out that no County funds would be used to cover the cost of the salary and Mr. Tennyson advised that Mr. Mello had confirmed that the salary for the position would be reimbursable under the grant.

Motion was made by Mr. Champagne and seconded by Mr. McCoy to approve the request to create the position of Sewer Administrator as outlined and to forward same to the Personnel Committee.

Mr. Tennyson mentioned that Kathy Barrie, Personnel Officer, had stated it was necessary to post the position for 15 days prior to filling it and he requested authorization to post the position immediately so that it could be filled as soon as possible following approval at the August 20, 2010 Board meeting. Mr. Stec inquired as to how long the position would exist and Mr. Tennyson replied until the termination of the grant program. Mr. Tennyson noted that Mr. Lamy had participated in the Lake George Basin Sewer Project since 1977 when he was employed by the Department of Environmental Conservation and had administered the Project for the County since he was hired in 1996.

Mr. Tennyson explained the Sewer Administrator would have an office within the DPW Offices and would submit time cards to the Superintendent of DPW. Mr. Stec questioned if any administrative duties would be necessary following the close of the Project and Mr. Tennyson responded there would be none as the grant program would not be closed until all the administration duties were completed. Mr. Tennyson pointed out there was some construction in the Town of Bolton to be completed as part of the project and it would be the Sewer Administrator's responsibility to oversee the construction.

Discussion ensued.

Mr. Taylor stated it was unusual to create a position to retain the assistance of an employee who had retired, as usually the County retained their services as a consultant. He asked if the position would remain in the Table of Organization once Mr. Lamy vacated it and Mr. Tennyson replied in the negative noting the position would be abolished. Mr. Belden asked if the position would be advertised as part-time and Joan Sady, Clerk of the Board, stated the position would only need to be posted internally. Mr. Champagne expressed his displeasure with the accuracy of the job description listed for the position and Mr. Tennyson responded the job description was created by Civil Service for the Sewer Administrator position created in 1996 when Mr. Lamy had been hired and it was merely illustrative.

Mr. Merlino entered the meeting at 9:40 a.m.

Due to the fact that it was a Civil Service position, Mr. Tennyson continued, there was not much flexibility as to the job description. He added he had worked with Mrs. Barrie to select a title that closely matched the duties which would be performed. He explained the job description listed all of the duties which were necessary to complete a sewer project, most of which would not be required as the project was near completion. Paul Dusek, County Attorney/Administrator, advised it was necessary for an employee to have a Civil Service title in order to be on the payroll of the County. He said he would check to determine if it was necessary to post the position prior to filling it, since the position would be temporary. Brief discussion ensued.

Mr. Belden called the question and the motion was carried unanimously to approve the creation of a new position of Sewer Administrator; to approve the request to fill the vacant position due to creation; and to forward same to the Personnel Committee. *Copies of the resolution request form and the Notice of Intent to Fill Vacant Position form are on file with the minutes.*

Mr. Tennyson requested to amend the 2010 County budget to increase estimated revenues and appropriations in the amount of \$18,000 to reflect the estimated salary for the aforementioned Sewer Administrator position for the remainder of 2010. He noted the amount of estimated salary for the beginning of 2011 was \$12,000.

Motion was made by Mr. Stec, seconded by Mr. Conover and carried unanimously to approve the request to amend the 2010 County budget as outlined and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Chairman Monroe entered the meeting at 9:46 a.m.

Mr. Tennyson requested a transfer of funds in the amount of \$357,669 from the Lake George Basin Sewer Project (H166.9550 280) to Due to Other Governments (H166 631.00) in order to reimburse the Town of Hague for unused funds from the Sewer Project. Mr. Belden explained the Town of Hague had purposely

overestimated the amount in 2009 in order to assist the County with the cash flow issue. He added the amount listed was the total amount the project had been under budget and thus this amount was owed by the County to the Town of Hague. Mr. Tennyson mentioned there was a possible error in the amount listed of \$.05, as the Treasurer's Office stated the amount was \$357,688.62 but his calculations amounted to \$357,688.67.

Motion was made by Mr. Stec, seconded by Mr. Conover and carried unanimously to approve the request for a transfer of funds as outlined and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Mr. Stec inquired as to the status of the request to fill the vacant position of Auto Mechanic which had been approved at the previous Committee meeting, pending further review and approval by the County Administrator. Mr. Dusek responded that he was awaiting further information from Mr. Tennyson.

As there was no further business to come before the Public Works Committee, on motion made by Mr. McCoy and seconded by Mr. Champagne, Mr. Belden adjourned the meeting at 9:50 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist